

Setting Up Kindles for Circulation

_____ 1. Unpacking Kindles

- Save boxes in case any need to be returned
- Begin charging and check for any defective devices; make sure device powers up properly.
- Buy Kindles in sets of six for book sharing.

_____ 2. Numbering Kindles

- Number Kindles with a sticky note to serve as an identifier for registration and inventory.
- Linking the physical number of the Kindle to the name that the Kindle will ultimately have in the Amazon system (e.g. “Albion Kindle A-1,” visible at the top of each device’s home screen) is key to managing content on the individual Kindles once they are in the hands of students.
- Check with the school’s main office to asset the Kindles and attach a CSD asset tag. Add CSD asset number to Kindle Information Sheet.

_____ 3. Registering the Kindle

- Open your library Amazon account and go to “Manage My Kindle”
- Find the serial number and Wi-Fi Mac Address by turning on the Kindle by going to home>menu>settings; register each Kindle and add serial number and Wi-Fi Mac Address to Kindle information sheet.
- Follow the directions on the “Manage My Kindle” page to register your Kindle

_____ 4. Cataloging the Kindle in Destiny

- Give each Kindle a separate barcode.
- For the call number, use the EQ for the equipment material type and the Kindle number (e.g. EQ Kindle A-1).
- Catalog including the following information in the MARC record:
 - A. Title: Kindle--Albion
 - B. Subtitle: Fall 2010
 - C. Author: Amazon Digital Services
 - D. Edition: Wi-Fi, generation (e.g. Wi-Fi, 3rd generation)
 - E. Other Details: Includes power supply, cover, and Quick Start Guide.
 - F. Size: 7.5 height; 4.8 width
 - G. Content Note—505 tag—list of content on the Kindle
 - H. Subject: Digital reader; Teaching—aids and devices

_____ 5. Copy information for each Kindle eReader MARC record:

- Assign a barcode to the Kindle device. Also add it to the information sheet.
- Assign call number: EQ Kindle A-1 (Kindle B-1, Kindle C-1, etc.)
- Add a price: \$160.00 (Kindle, cover, and books)
- Add a circulation Type: Regular
- Add a serial number in the volume field
- Add the CSD asset number in the volume field
- Add the Funding Source: PTA Funding or Book Fair

_____ 6. Create a file folder for each new set of Kindles to track and house recordkeeping for all purchases loaded onto those Kindles.

Procedures for Adding eBooks

_____ 1. Add purchased books to the library information sheet for each Kindle

_____ 2. Add the note “This title is also available on a Kindle” to the 590a tag of each of the purchased books’ MARC record.

_____ 3. Add the new books to the copy categories in the Destiny catalog for the appropriate Kindle.

Steps in Setting Up a Kindle:

- Purchase Kindles and covers.
- Laser-engrave Kindle number, school name, address, and phone number on Kindle
- Asset Kindles with CSD asset number
- Register Kindles.
- Create record in online catalog. Add all copies to one record.
- Add the sentence “This title is also available on a Kindle at Albion Middle School” on the record of the books available on Kindle.